**C:\Documents and Settings\G9800496\Local Settings\Temporary Internet Files\Content.IE5\O3NRMOP5\MCj04298290000[1].wmfBest Practices**

1. **PUBLISH, PUBLISH, PUBLISH** – every time you make a change to a web page, you will need to publish or re-publish the web page. When in doubt, publish!
2. **DO NOT use mailto HTML in these websites!** Link to your Campus School Staff page for email addresses.
3. **Less is more.** Use the content editor on each page rather than the default web parts to simply your life. Once you get a handle on the **Content Editor**, you can learn how to use web parts.

**Logging On From School**

Internet Explorer>Katy ISD logo >Campuses>Elementary Schools>Choose your school

Click Sign In on the top left

Click Teacher Webs under that

PK-5th grade websites will be listed under their grade level, all others will be under Support Staff.

**Logging in from home**

You can log into your Teacher Web from home. When you click on the **Sign In** link, you will get an ‘authentication screen’ since you are not in the KISD network. Simply put the following in the username and password fields:

**Username:** katyisd\yourUsername **Example:** katyisd\p0201111

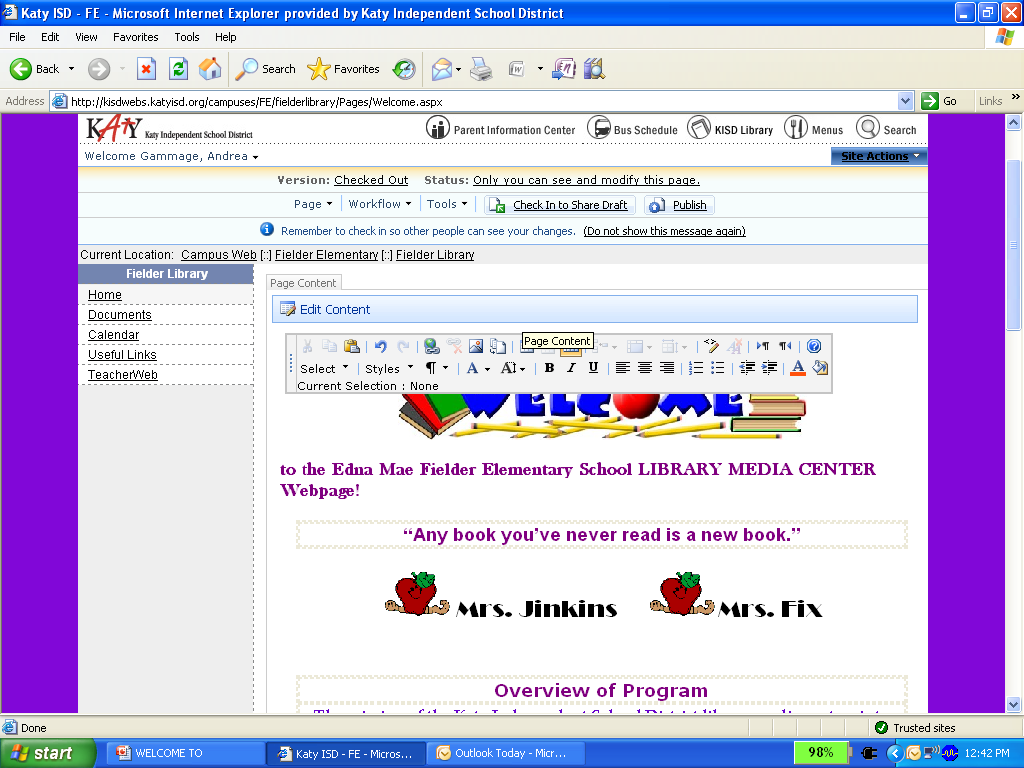
**Password:** yourPassword **Example:** xwy789

**Insert Image**

**Insert Hyperlink**

**Cut, Copy, Paste**

**Content Editor**

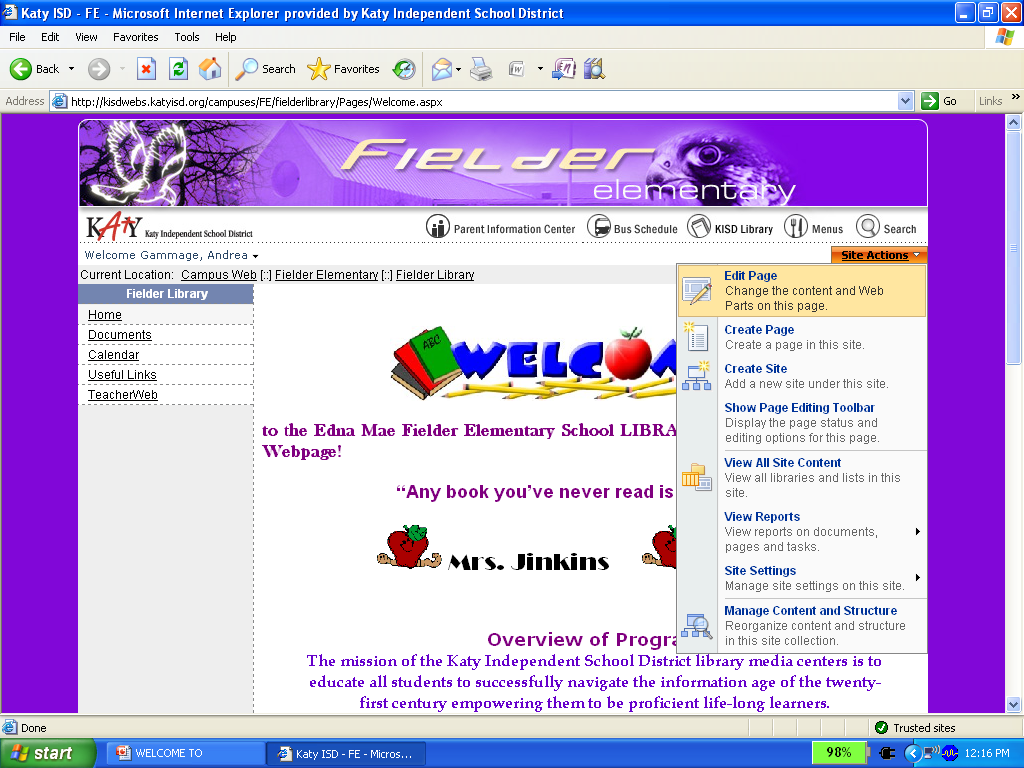


**Font size & style**

**Text Color**

**Alignment**

**Using the Content Editor to edit a page**

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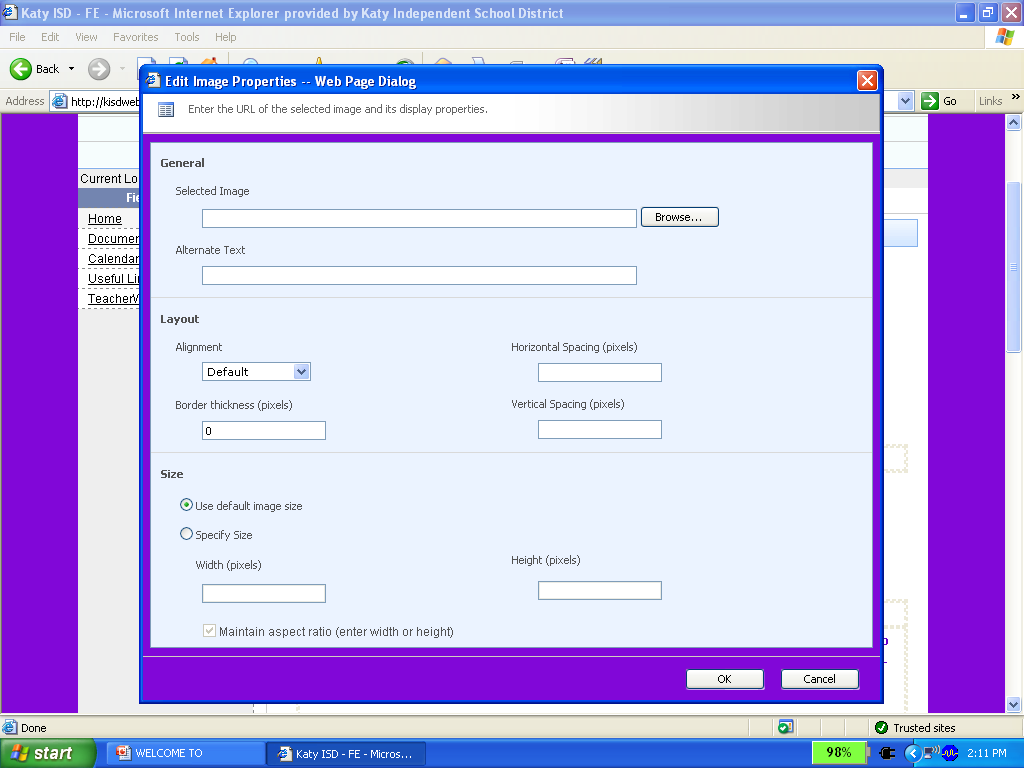
**Click on Site Action, then Edit page.**

**Now you can add text, images or hyperlinks.**

**Always click PUBLISH when you are finished.**

**Adding An Image**

**Click on the Insert Image icon in the Content Editor. You have two choices: (1) use an image from the files on SharePoint: Current Site Images (the images you download) or Site Collection Images(images ready for use) or**

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**Click Browse**

**Choose Site Collection Images**

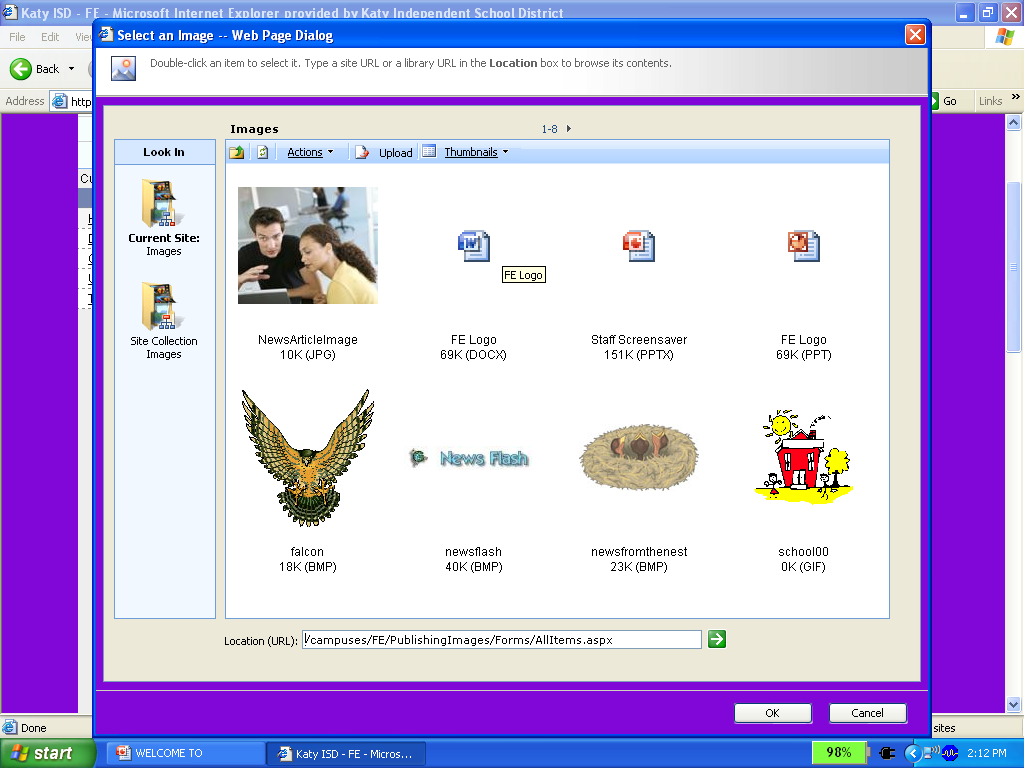
**Or**

**Current Site Images**

**Select an image**

**Click OK**

**(2) Upload a new image.**

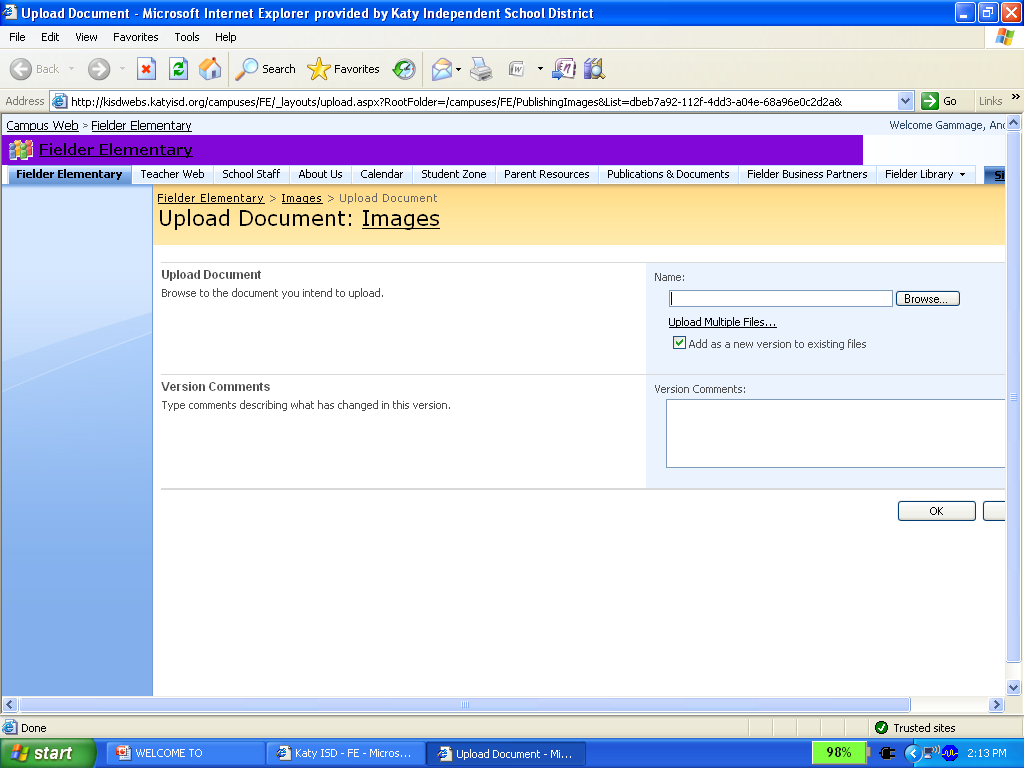
****

**Or, click on Current Site Images and choose Upload. Navigate to an image from a folder on your computer.**

**You can upload one image by clicking Browse or several images by clicking**

**Upload Multiple Files.**

**Click OK.**

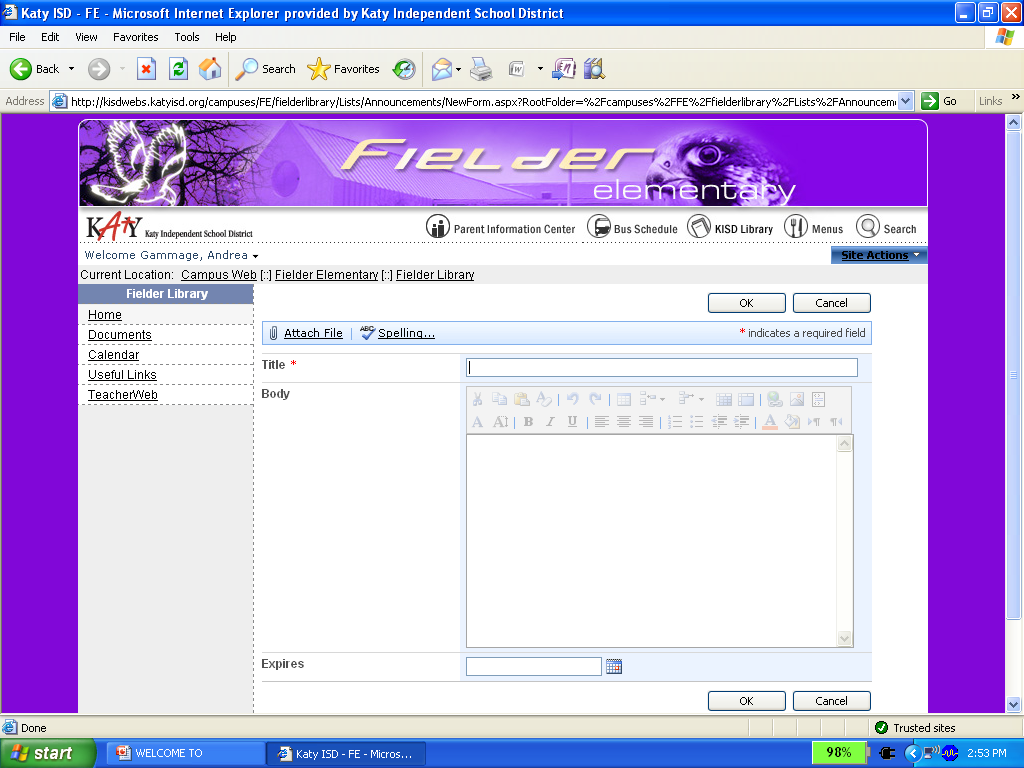
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**C:\Documents and Settings\G9800496\Local Settings\Temporary Internet Files\Content.IE5\8P27W123\MCj04260760000[1].wmfWeb Parts: Announcements**

Announcements enable one to post quick notices about special events on a web page. The announcements can be managed once by specifying an expiration date.

**Adding announcement in an announcement web part**

1. Depending on the ‘look’ of the Announcement web part, either click on the **Add new announcement** link at the bottom of the web part or click on the down arrow next to **New** and choose **New Item**.



1. Input and/or choose the following data for these fields:

**Title** (Required) - Input the title of the Announcement.

Example: Field trip cancelled

**Body** (Optional) - Input more information about the announcement if necessary.

Example: Field trip to Natural History Museum cancelled due to bad weather.

**Expires** (Optional) this will delete out-of-date announcements so that you do not have to do this manually.

**Attach File** (Optional) if you wish to attach a file that is related to the announcement, click on the Attach File link above the Title. Browse to the file, select the file and click Open, and then click OK.

**OK (**Required) Click OK to save your data.

**Deleting announcement in an Announcement web part**

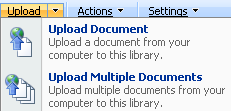
If you do not choose an expiration date when you create an announcement, you will need to manually delete it. Here’s how:

1. Click on the title of the **Announcements** web part.
2. Run your cursor over the announcement and then click on the down arrow that appears to the right.
3. Choose **Delete** Item.
4. Even though it appears that the link is gone, one must still publish. Click on the link of the page that has the **Announcements** web part.
5. Click **Site Actions**.
6. Click **Edit Page**.
7. Click **Publish**.

**C:\Documents and Settings\G9800496\Local Settings\Temporary Internet Files\Content.IE5\CL6RK5YZ\MCj03979750000[1].wmfWeb Parts: Documents**

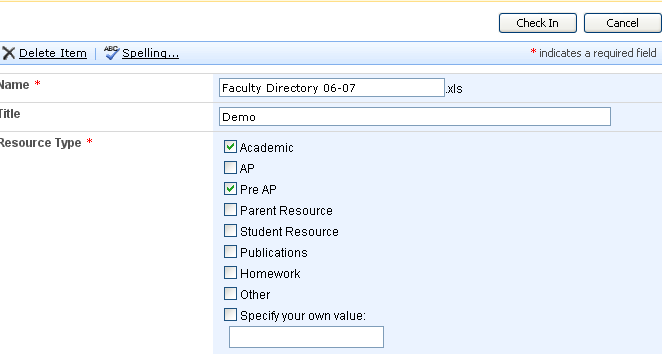
**Typical items for the Documents web part** are forms, assignments, class policies & procedures, or any other type of document that the viewer might want to view and/or download to their computer. They work best if saved in a PDF format.

**Adding a document to a Document Library**

1. Depending on the ‘look’ of the document web part, either click on the **Add new document link** at the bottom of the web part or click on **Upload** in the menu under the title.
2. In the **Upload Document** screen, click on **Browse**, find the document you wish to upload, and then click the **Open** button on the **Choose File** dialogue box. You can add multiple documents as well.
3. Click **OK.**
4. In the next screen, you may input and make the following data choices:

**Name** Required. The file name automatically populates this field. It is best to leave this as is.

**Title Required**. This is what actually displays in the web part. Be brief but explicit.

**Resource Type** Required. This not only helps categorize this document but helps you filter documents that you do not want shown. For documents that you want shown, choose one or more Resource Types – i.e., Academic, AP, Student Resource, etc. For documents that you want to filter, either use Other as the resource type or Specify your own value.

**Adding multiple document to the Document Library**

You may upload multiple documents at one time. However, they must be in the same folder first.

1. In the **Upload Document** screen, click on **Upload Multiple Files…**, find the documents you wish to upload and click in the box next to those files. Click **OK** when you are ready to upload the files.

**C:\Documents and Settings\G9800496\Local Settings\Temporary Internet Files\Content.IE5\0PIVG5Y3\MCj01567530000[1].wmfWeb Parts: Events (Calendar)**

The All Day setting displays awkwardly so it is best to always have a beginning and ending date for all events.

**Adding Events to a Calendar**

1. Click on the calendar title and an editing tool bar appears.
2. Click on **New**.
3. Type or make the following data choices:

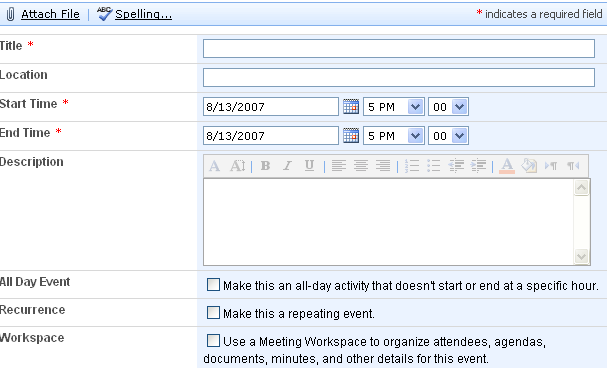
**Title** (Required) Brief event title. You may make this longer and opt not to add a description but it is best to be brief as you may have multiple events on this day and may want to preserve space.

**Location** (Optional) if one expands the event by clicking on the event; one can see all of this information. Therefore, you can use this field to explicitly describe the locational details.

**Start** **Time** (Required) Choose a time that the event begins.

**End** **Time** (Required) Choose a time that the event ends.

**Description** (Optional) This field can be viewed by clicking on the event title. It allows you to give more detail regarding the event.

**All Day Event** (Optional) It is recommended that you DO NOT use option as it affects the display of the event.

**Recurrence** (Optional) Use this to repeat an event on a daily, weekly, monthly, or yearly interval.

**Attach** (Optional) When you click Attach you will be able to attach a document to this event. Make certain that your document file name is user-friendly as it will display as the document. When the viewer expands the event they will be able to open the document.

**OK** Choose OK to save the event.

**Deleting Events from a Calendar**

1. Click on the event you wish to delete.
2. Click on **Delete Item** in the editing tool bar.

**Web Parts: Links**

One can use a links web part to quickly add links to external websites to one’s website. Here’s how:

**Adding a link to a Links Web Part**

1. Click on **Add new link.**
2. Input or make the following data choices for these fields:

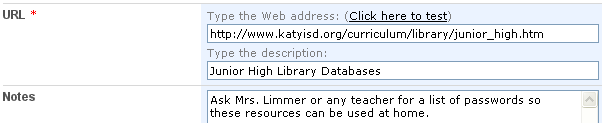
**URL (**Required) Input the URL for the link in the field under the text “Type the Web address:” It is best to copy the URL from the address field first and then paste it into the URL field. Input a description for the URL. This will actually be what shows up in the list web part unless other columns in the links web part are displayed.

**Notes (**Optional) Use this field to give the viewer a quick summary of what the website is about.

Example: URL (web address) - <http://www.isu.edu/~trinmich/Oregontrail.html>

URL (Description) – Oregon Trail Website

Notes – This gives one information about the Oregon Trail.



**Add a URL to an image**

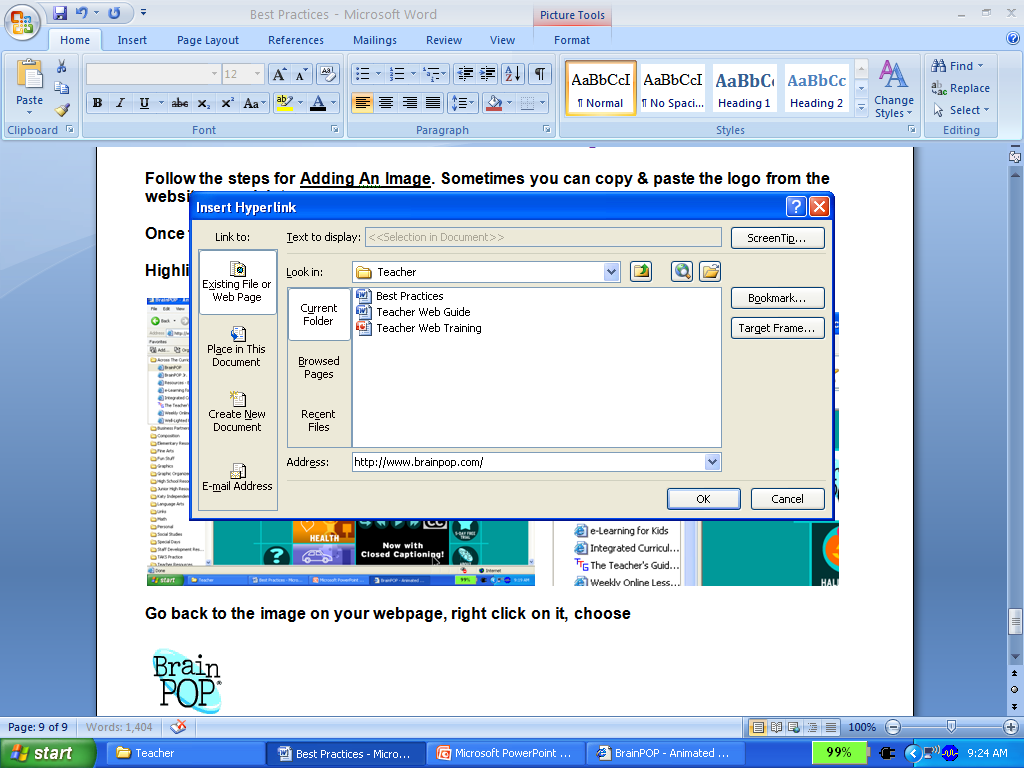
Follow the steps for Adding An Image. Sometimes you can copy & paste the logo from the website you wish to use.

Once the image is inserted onto your webpage, navigate to the URL link you wish to insert.

Highlight the URL in the Address box, right click on it, click Copy

** **

Go back to the image on your webpage, right click on it, choose Hyperlink, a window will appear. Paste the URL in the Address box and click OK.

[](http://www.brainpop.com/) ****